



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 10/07/2014	Employee Requisition Number ER-15021	JOB OPPORTUNITY	
Title/Position: FLEET MANAGEMENT CLERK			
Pay Grade SG 7	Salary Range \$22,380-29,161	Classification Full Time	
Department: FLEET MANAGEMENT	Location: Okmulgee	Location Code: 52A	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	Under the direction of the Fleet Management Manager, the Clerk shall be responsible for indirect office control procedures. The Clerk must possess an advance understanding of computer operations. Shall maintain a schedule for all employee vehicle requests and also appointments for maintenance on vehicles.
Principal Duties and Responsibilities:	<ol style="list-style-type: none">1. Answer phone and take messages when needed.2. Type letters, reports, proposals and grants.3. Compose routine letters and memorandums as well as weekly schedules and quarterly reports.4. Assist Fleet Management Coordinator in accounts payable/purchasing system, inventory supplies, and order equipment as needed.5. Creates and updates all office forms.6. Maintain confidentiality.7. Maintain calendar of appointments for Fleet Management Manager.8. Schedule appointments for maintenance on vehicles.9. Schedule all employee vehicle requests.10. Log in all fuel receipts.11. Must be able to learn Fleet software.12. Shall perform all other duties as assigned.
Minimum Requirements:	High School Diploma or GED. Must have computer knowledge, good customer service and people skills. Must be able to multitask
Preferred Requirements:	Indian Preference
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:



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Customer Service:	Responds promptly to customer needs.
Interpersonal Skills:	Maintains confidentiality; Keeps emotions under control.
Oral Communication:	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
Written Communication:	Writes clearly and informatively; Able to read and interpret written information.
Teamwork:	Balances team and individual responsibilities.
Visionary Leadership:	Inspires respect and trust.
Ethics:	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
Organizational Support:	Follows policies and procedures; Supports organization's goals and values.
Quality:	Demonstrates accuracy and thoroughness.
Quantity:	Completes work in timely manner.
Safety and Security:	Observes safety and security procedures.
Attendance/Punctuality:	Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
Dependability:	Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☐ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.
☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> Loud Noise |

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.